

**This is a sample of the final product
and these pages are for your review
and are protected by Janco's copyright.**

<https://e-janco.com>

Blog Personal Website Policy

2024

Table of Contents

Blog and Personal Web Sites Policy	2
Policy	2
Rights to content	3
Option for More Restrictive License Terms	3
Attribution	4
Guidelines	4
Personal Website and Blog Guidelines – Non-ENTERPRISE domains	6
Security Standards	7
Best Practice Blog Guideline for Publishers	8
Blog Best Practices to Improve the Value of Your Blog	9
Issues to Manage with SLAs for Blog and Web Site Security	10
Proposed Service Level Agreement Metrics	11
Blog Policy Compliance Agreement	12
What’s New	13

**This is a sample of the final product
and these pages are for your review
and are protected by Janco’s copyright.**

<https://e-janco.com>

Blog and Personal Web Sites Policy

Policy

ENTERPRISE regards blogs as primarily a form of communication and relationship among individuals. When the company wishes to communicate publicly as a company – whether to the marketplace or the public – it has well-established means to do so. Only those officially designated by ENTERPRISE have the authorization to speak on behalf of the company.

This policy applies to all employees and contractors who identify themselves or represent themselves as being associated with ENTERPRISE in

Multi-media and social networking websites such as WordPress, Twitter, Facebook, Yahoo! Groups, and YouTube

**This is a sample of the final product
and these pages are for your review
and are protected by Janco's copyright.**

<https://e-janco.com>

ENTERPRISE) can be posted under the company's Policy. This policy is in effect up to and including termination. It is important to understand that the company does not benefit from exchanges of perspective. ENTERPRISE personnel are personally responsible for their posts. Activities in or outside of work that affect your ENTERPRISE job performance, the performance of others, or ENTERPRISE's business interests are a proper focus for company policy.

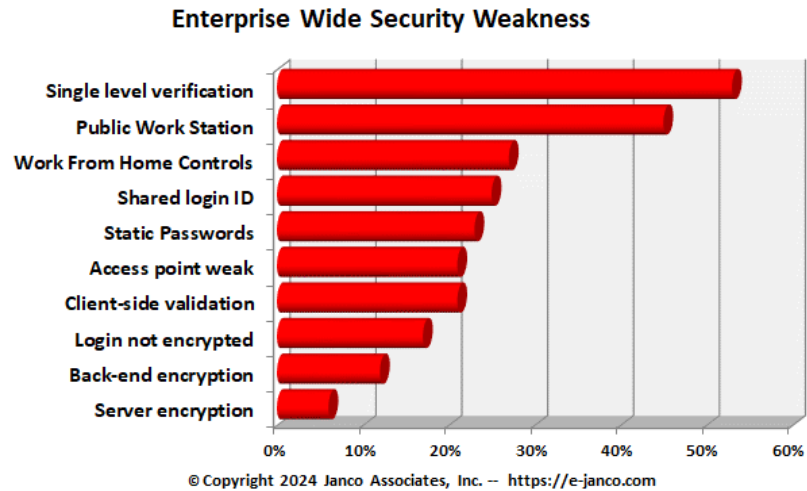
ENTERPRISE supports dialogue among ENTERPRISE employees, contractors, partners, clients, members of the many communities in which we participate, and the general public. Such dialogue is inherent in our business model of innovation, and our commitment to the development of open standards.

- ✚ A blog is a tool an individual can use to share their insights, express their opinions, and communicate within the context of a globally distributed conversation. As with all tools, it has proper and improper uses.
- ✚ While ENTERPRISE encourages all of its employees to join a global conversation, it is important for those who choose to do so to understand what is recommended, expected, and required when they discuss ENTERPRISE-related topics, whether at work or on their own time. ENTERPRISE trusts – and expects – ENTERPRISE employees to exercise personal responsibility whenever they blog. This includes not violating the trust of those with whom they are engaging.
- ✚ Bloggers should not use this medium for covert marketing or public relations. If and when members of ENTERPRISE's Communications, Marketing, Sales, or other functions engaged in advocacy for the company have the authorization to participate in blogs, they should identify themselves as such.

The Chief Information Officer or his delegate must approve all blogs and personal websites that contain references to ENTERPRISE by ENTERPRISE employees, contractors, suppliers, and or agents. This includes but is not limited to, blogs and websites that reside on ENTERPRISE's domains or domains that are outside of the control of ENTERPRISE.

Security Standards

Enterprise-wide security weaknesses include everything from encryption to shared logins.



Blog maintenance process that should be followed include:

- ✚ Protect sensitive data.
- ✚ Protect encryption keys, user IDs, and passwords
- ✚ Protect secure systems and applications

**This is a sample of the final product
and these pages are for your review
and are protected by Janco's copyright.**

<https://e-janco.com>

Blog Policy Compliance Agreement

Employee Name _____ ID Number _____

Job Title _____ Location _____

I hereby certify that I have reviewed ENTERPRISE’s Blog Policy and understand the policy, its standards, and procedures contained therein.

- I understand that if I violate this policy, its standards, or procedures, I am subject to immediate termination without recourse.
- I understand that my employment with ENTERPRISE requires me to disclose any outside blogging efforts and any potential conflicts of interest that may arise from those efforts.
- I certify that all blogs to which I contribute or have contributed in the past are listed below.

This is a sample of the final product and these pages are for your review and are protected by Janco’s copyright.

<https://e-janco.com>

starting any new blog or joining any blog as an
and agree to post any necessary disclosures on
RISE’s blog policies, procedures, and guidelines.

Signature: _____ Date: _____

List Blogs and Social Networks to which I am or have been a contributor

Blog Name	Blog Address	User ID used

What's New

2024

- ✚ Updated electronic forms
- ✚ Updated graphics

2023

- ✚ Updated electronic forms
- ✚ Updated graphics

2022

- ✚ Updated electronic forms
- ✚ Updated graphics
- ✚ Updated best practices

2021

- ✚ Updated electronic forms
- ✚ Updated best practices

2020

- ✚ Updated electronic form
- ✚ Validated compliance with new CCPA
- ✚ Updated Security Weakness Graphic with last data

**This is a sample of the final product
and these pages are for your review
and are protected by Janco's copyright.**

<https://e-janco.com>